

# CITY OF WEST LINN

## JOB DESCRIPTION

### **Job Title: ASSISTANT TO THE POLICE CAPTAIN**

#### GENERAL FUNCTION:

Under the guidance and general direction of the Police Captains and Assistant to the Chief of Police, this position performs a wide variety of administrative and clerical duties in support of the police department.

#### DUTIES AND RESPONSIBILITIES:

*(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)*

1. Contributes to a positive work environment.
2. Provides administrative support to the police captains for special projects. Serves as confidential secretary to the police captains. May be requested to provide review of issues related to projects and provide research and solutions. Implements, develops and coordinates special projects and programs which may have a broad impact in the department. With management oversight, may act as a city liaison/coordinator in interaction with citizen groups.
3. When instructed, presents recommendations to police management, council and in public meetings. Advises department directors of new programs procedures.
4. Under the guidance of the police captains, updates the policies and procedures manual for the police department as well as other department documents, as assigned.
5. Works with the police captains to provide continuity between training records, performance evaluations records, and other sensitive record keeping responsibilities.
6. Performs notary service and other similar customer service duties.
7. Use of computers with LEDS and CLASS access. Entering and querying for stolen property and vehicles, running criminal history checks and sending teletype messages. Data entry of all reports and citations. Distribution of reports to proper agencies and courts.
8. Performs clerical duties, which may include compilation of statistical reports, filing, expungements and record checks for authorized personnel and agencies.

9. Performs receptionist duties for the police department, including greeting the public, answering questions, providing forms. Collects fees from citizens.
10. Will assist in the development and implementation of relational databases for the retention and retrieval of information needed by department personnel.
11. May assist the detective division with transcribing investigative reports.
12. Other duties as assigned.

SPECIFICATIONS:

1. Job Preparation:

Requires an Associate's Degree in Public Administration, Journalism, or related field.

Requires knowledge of English grammar, composition and presentation techniques, and writing. Extensive knowledge of personal computers and related software applications, such as records archiving software, Excel, and other types of software specific to the police department.

Must have knowledge of city government, including prior work in a police department and/or a legal office environment. A key component of this position is the ability to stay focused in an environment with numerous interruptions and distractions.

Must establish and maintain effective working relationships with a variety of staff, including uniformed officers, office staff and command staff.

Must have ability to make presentations and develop reports that may include technical information and the ability to communicate information in a concise, easy to understand format.

Must have the knowledge to provide research, project management, and analysis related to various projects.

Any combination of education, training, or experience that provides the required knowledge, skills and abilities as determined by the hiring authority will be considered.

Must obtain LEDS certification within six months of appointment.

2. Supervision:

Received: Work is performed independently with police captains and/or assistant to the Chief of Police assigning projects and reviewing work.

Exercised: Supervision of others is not a normal responsibility of this position. May assist in training and/or lead work responsibilities.

3. Communication:

Requires excellent communication skills when communicating with the command staff in the police department, City staff, prosecuting attorney, citizen groups and others in the community. Relationships outside the Police Department includes contact with personnel from other law enforcement agencies, District Attorney's office, Parole and Probation, juvenile department, municipal court, dispatch and City administration.

Has numerous daily contacts over the counter and on the telephone with the city's residents regarding requests for information, police reports, alarm permits.

4. Cognitive Functions:

Work is governed by written City and departmental policies and procedures and established guidelines for record management.

5. Working Conditions:

Typical work environment is an office setting. May require lifting up to 50 pounds when moving/working around paper files. May require evening and weekend hours to be worked.

6. Resource Accountability:

Is responsible for personal computer and other office equipment.

*The job classification does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*